



## Code of Conduct and School Rules and Regulations for Students - 2017

If you are in possession of this document, then you have already been informed that we, at Excelsior Learning Centre, believe in discipline. Not only does it create a comfort zone for the learners, it encourages discipline in other areas of the learner's life. Good, fundamental discipline will breed success and in turn produce a better quality individual.

Each child has the right to be educated in an environment that is conducive to quality teaching and learning. Our code of conduct has been designed to encourage our students to apply themselves to their studies. It promotes the schools basic objectives, but it is also a document that may require ongoing deliberation, revision and modification, in order to satisfy the needs of the Learning Centre. Learners are to understand that they each, through their own responses and daily behavior, must encourage the attainment of Excelsior's objectives.

We require:-

- That respect and courtesy is shown to adults at any and all times;
- Mutual respect, courtesy, compassion and an awareness of the needs of others – Bullying, both verbal and physical will never be allowed and will be treated in a serious manner;
- That each and every student must make the most of every opportunity to achieve – each student is to be completely committed to academic achievement;
- That no student be disruptive in class, thereby causing a disturbance to other students who wish to be educated, as well as showing disrespect to the educator;
- **That each student dresses according to the Dress code and should look modest, neat and tidy at all times.** To wear their uniform with pride. (Do not talk to an adult with your hands in your pockets).
- That students respect the property of Excelsior Learning Centre, as well as the property of others. No vandalism will be tolerated.
- That Excelsior Learning Centre will not tolerate cheating, swearing/foul language, smoking, alcohol, drugs, pornography, perversion or any form of sexual behavior.
- That no weapons or any item that may become a weapon will be allowed on the property;
- That no racism /prejudice/sexism will be allowed;
- That there will be no fighting, whether physical or verbal – this would include any behavior which may incite/encourage a reaction/violence;
- That there is no physical contact or language of any kind which can/may insinuate sexual behavior or actions;



- That there is no slandering of the school’s fellow learners, it’s educators, staff members or the Principal at any time;
- That no eating or drinking is allowed during class times;
- Cellphones are banned from school. In the case of any emergency the student may make use of the school’s telephone. We reserve the right to confiscate cellphones (including the sim card) for a period of 2 weeks and thereafter return it to a parent. If cellphones are brought to school by “**mistake**”, they must be handed in **immediately on arrival, at the office** and collected after school has ended for the day.
- That there will be no chewing of gum of any kind;
- That students **may never enter the “Out of Bounds”** sections of the property;
- There will be **absolutely no littering allowed – this is a serious offence.**
- That there will be no cruelty or the intention to harm any animal, bird or creature.
- That students are expected to remain loyal to Excelsior and to obey these rules at all times.
- That students be punctual for school and for classes and that should the student wish to leave school before the end of the day, a written and signed request by the parent, is to be timeously submitted to the school;

Breaking of the rules will result in immediate disciplinary measures being taken.

Disciplinary measures can and may include:

- Verbal Warning
- Written Warning
- Suspension
- Expulsion
- **NB – Breaking of any of the above rules could lead to expulsion.**

When the students are out, representing Excelsior, each and every rule must prevail and all students are to remain neat and tidy, collected and not loud or unruly.jk<sub>3taug</sub>

**ACCEPTANCE:**

I..... being the parent/guardian

of..... do hereby declare that I have read and understood the code of conduct of Excelsior and agree to accept and abide by this code of conduct and also undertake to ensure that my child/ren follow the rules.

Signature of Parent: ..... Date .....

I .....being a student of Excelsior, agree to abide by the code of conduct at all times and accept that disciplinary measures will be taken against me should I break the rules.

Signature of Student: ..... Date .....

